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5 December 1984

MEMORANDUM FOR: Curriculum Committee

FROM: 25X1

Chief, ISTD

SUBJECT: DESIST Training Plan   25X1

1. OBJECTIVES.

OTE will provide DESIST users with two weeks of training:
a one-week User's Course to teach essential skills; and one or two
"Packages Courses" related to software packages available to DESIST
users. The purpose of the training is to give DESIST users an
understanding of the system and to provide them with the computer
skills necessary to use DESIST effectively.

   a. In the User's Course, students will learn how to:

   Access DESIST

   Read incoming mail

   Read cables and finished intelligence reports

   Create a "user interest profile" for themselves

   Create intelligence reports

   Send mail and intelligence reports to other users

   Use an integrated data base for information retrieval
   and analysis

   Create and maintain private files

   b. In the Packages Courses, which have not yet been designed,
we will concentrate on advanced system capabilities not covered in
the User's Course.   25X1

2. CUSTOMER.

                                          Chief, Terrorism Information Branch 25X1

OGI.   25X1

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3. STUDENTS.

      Students are primarily intelligence analysts who are
specialists in international terrorism. We are being asked to   25X1
train approximately 150 Agency and Intelligence Community employees
by the end of March 1985. Eventually, there will be roughly 400
DESIST users who will need both introductory and advanced training.

4. COURSE DESIGN.

      The students will be taught through a combination of
lectures, demonstrations, and hands-on workshops.   25X1

5. COURSE SUBSTANCE.

      In learning how to use DESIST, students will be taught the
essential functions of:

    The VM Editor

    The AIM electronic mail system

    The SCRIPT text editing language

    The NOMAD data base management system

    The Statistical Analysis System -- SAS

    Host Based Word Processing   25X1

6. COST.

      Booz, Allen and Hamilton, Inc. is developing the User's
Course. Booz, Allen employees will conduct the first six runnings
of this course and then turn it over to OTE/ISTD. ISTD is developing
the packages course.

      Once the courses have been developed and several runnings
of each have been conducted, OTE will need to allocate about 1/3
staff year for each of three instructors (a course director and two
backup instructors). An additional 1/3 staff year of training
assistant time will be needed.   25X1

7. MARKETING.

      No advertising is necessary. OGI will select all students
from the DESIST user community.   25X1

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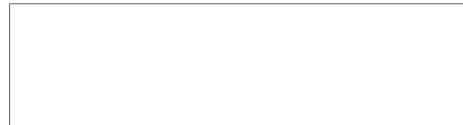
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8. Post-course Evaluation.

   An evaluation consisting of a questionaire will be sent to students six months after each course.

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DESIST User's Course

Schedule for Day 1

0845 - 0900	:	Admin and Introductory Remarks
0900 - 0915	:	Keynote Address
0915 - 1030	:	System Overview
1030 - 1045	:	BREAK
1045 - 1100	:	Module 1: Delta Data Terminal and Important Keys(for this module)
1100 - 1115	:	Demonstration of logon/help/logoff
1115 - 1145	:	Workshop 1: Workshop on logon/help/logoff
1145 - 1200	:	Recap/questions
1200 - 1300	:	LUNCH
1300 - 1330	:	Module 2: DESIST Terminology
1345 - 1400	:	BREAK
1400 - 1515	:	Module 3: Overview - DESIST functions and data bases
1515 - 1530	:	BREAK
1530 - 1545	:	Module 4: DESIST and the Intelligence Analyst
1545 - 1600	:	Take questions on how DESIST will support certain tasks

Schedule for Day 2

Time		Activity
0845 - 0900	:	Brief Review of Day 1
0900 - 1000	:	Module 5: The Textual Data Base-Introduction
1000 - 1015	:	BREAK
1015 - 1100	:	Module 6: The Textual Data Base-Query
1100 - 1130	:	Workshop 2: Workshop on the TDB
1130 - 1230	:	LUNCH
1230 - 1245	:	Workshop questions/solution
1245 - 1330	:	Module 7: How to Get Current Intelligence - UIP & HITS
1330 - 1345	:	Workshop 3: Group Exercise - "How to Build a UIP"
1345 - 1400	:	Module 8: How to Input a UIP
1400 - 1430	:	Workshop 4: Workshop on UIPs
1430 - 1445	:	BREAK
1445 - 1530	:	Module 9: Read Mail
1530 - 1600	:	Workshop 5: Workshop on Read Mail

Schedule for Day 3

0845 - 0900	:	Brief Review of Day 1 and 2
0900 - 0930	:	Module 10: Send Mail
0930 - 1000	:	Workshop 6: Workshop on Send Mail
1000 - 1015	:	BREAK
1015 - 1030	:	Module 11: Replying to Mail
1030 - 1100	:	Workshop 7: Replying to Mail
1100 - 1110	:	Workshop questions/solutions
1110 - 1130	:	Module 12: Search Queries
1130 - 1200	:	Workshop 8: Workshop on Search Queries
1200 - 1300	:	LUNCH
1300 - 1330	:	Module 13: Private File Management-Intro
1330 - 1415	:	Module 14: Private File Management-Manipulation
1415 - 1445	:	Workshop 9: Workshop on Private File Management
1445 - 1530	:	Module 15: Private File Management-SCRIPT
1530 - 1600	:	Workshop 10: Workshop on Using SCRIPT Commands

Schedule for Day 4

0845 - 0900   :   Brief Review of Day 2 and 3

0900 - 0915   :   Module 16:   Creating an Intelligence Abstract

0915 - 0945   :   Module 17:   Abstract - Creating the Reference File

0945 - 1015   :   Workshop 11:   Build a Reference File

1015 - 1030   :   BREAK

1030 - 1100   :   Module 18:   Abstract - Reading the Reference File

1100 - 1130   :   Workshop 12:   Workshop - Reading the Reference File

1130 - 1230   :   LUNCH

1230 - 1300   :   Module 19:   Abstract - Creating the Abstract

1300 - 1330   :   Workshop 13:   Workshop - Building an Abstract

1330 - 1345   :   Workshop review/solution

1345 - 1415   :   Module 20:   The Integrated Data Base

1415 - 1430   :   BREAK

1430 - 1530   :   Module 21:   The Integrated Data Base - Data Organizatio

1530 - 1600   :   Recap Abstract and IDB

Schedule for Day 5

0845 - 0900	:	Review Day 3 and 4
0900 - 0915	:	Module 22: Getting Data Out of the IDB - Queries
0915 - 0945	:	Module 23: Canned Queries
0945 - 1015	:	Workshop 14: Workshop - Executing a Canned Query
1015 - 1030	:	BREAK
1030 - 1130	:	Module 24: Ad Hoc Queries
1130 - 1200	:	Workshop 15: Workshop - Executing an Ad Hoc Query
1200 - 1300	:	LUNCH
1300 - 1330	:	Workshop questions/solution
1330 - 1345	:	Recap IDB
1345 - 1400	:	BREAK
1400 - 1415	:	Office of Security Briefing
1415 - 1430	:	Directorate of Operations Briefing
1430 - 1515	:	Module 25: Overviews of Statistical Analysis, Host-Based Word Processing, and Data Base Administrator
1515 - 1600	:	Workshop 16: Course Evaluation and Final Comprehensive Workshop